

# Online Renewal Instructions

Go to website <http://finance.ky.gov/dop>

Click on board you are licensed under on left of page

Click on online renewal in middle of page

Click on license renewal on bottom of page

Key in Social Security Number

Key in license number

Click on renew license

Change any necessary information such as: address, phone number, email address, etc.

Click on edit continuing education at bottom of page

Click on edit on right of page

Key in information requested

Course name

Beginning date (**must be within your current licensure period. Ex: expiration date is 12/01/2007 and you renew your license every 2 years. Your dates of continuing education must be between 12/01/2005 and 12/01/2007.**)

Course sponsor

Click on update at beginning of line

Click on new continuing education to add more CEU's

Continue above until you have entered the required amount of continuing education for your license. (If you have questions regarding required amount please review the laws and regulations which are also available on the same website)

After you have entered the required amount click finished, this will take you to the payment screen

**Please note: If you have passed your expiration date, you are not allowed to renew online. You will need to submit a renewal form and payment to this office. Please contact your board administrator at 502.564.3296.**

If your renewal states that you have been *audited* you will be required to submit copies of your continuing education certificates for your board to review and approve.